

**MONROE COUNTY PLANNING DEPARTMENT**  
**APPLICATION FOR COMMERCIAL FLOOR AREA**  
**RECEIVER SITE TRANSFER**

Minor Conditional Use  
Application fee: \$500.00

ALL APPLICATIONS MUST BE **DEEMED COMPLETE AND IN COMPLIANCE** WITH THE MONROE COUNTY CODE BY THE PLANNING STAFF **PRIOR** TO THE ITEM BEING SCHEDULED (SEE PAGE FOUR.)

1) Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

2) Agent Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**RECEIVER SITE INFORMATION**

3) Receiver Site Property Owner(s):  
\_\_\_\_\_

4) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

5) Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

6) Legal Description of Receiver Site Property: \_\_\_\_\_

Street Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

If in metes and bounds, attach legal description on separate sheet.

Key: \_\_\_\_\_ MM: \_\_\_\_\_

7) Real Estate (RE) Number(s): \_\_\_\_\_

8) Land Use District(s): \_\_\_\_\_

9) Existing use of the receiver site property: \_\_\_\_\_

10) Gross floor area in square feet of receiver site : \_\_\_\_\_

11) Has an application been submitted for this site within the past two years? \_\_\_\_\_

If yes, name of the applicant and date of application: \_\_\_\_\_

12) Identifier number(s) of floor area being transferred \_\_\_\_\_

13) No building permit shall be issued for the non-residential floor area on the receiver site until the sender site structure is demolished).

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner of Property of Receiver Site

\_\_\_\_\_  
Date

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## **RECEIVER SITE ATTACHMENT A**

The following is a list of required documents for a transfer of commercial floor area for a receiving site. All transfers are reviewed as Minor Conditional Uses. To determine whether an item is appropriate to a particular application, you must request a pre-application conference and provide the Planning Department with the following items pertaining to the Receiver Site.

- PROOF OF OWNERSHIP OF RECEIVING SITE: deed, lease or pending sale contract.
- LOCATION MAP OF RECEIVING SITE showing where the project is located on the Key. This enables people to easily find the project.
- PHOTOGRAPHS OF THE RECEIVING SITE from the main adjacent road. A recent aerial photograph with property boundaries delineated may be substituted.
- SEALED AND SIGNED SURVEY OF THE RECEIVING SITE by a Florida registered surveyor. The survey should include elevations and location of all existing structures, paved areas, location of all utility structures, bodies of water, docks, piers, mean high water line, flood zones, adjacent land use districts, acreage by Land Use District and acreage by habitat.
- A set of mailing labels of the names and addresses *of all Property Owners* within 300 feet from the borders of the project. Indicate lot, block, subdivision name and the Real Estate numbers for each address. Compile this list from the tax rolls located in the Property Appraiser's Office.
- Vegetative survey or Habitat Evaluation Index, if applicable, prepared by a biologist qualified by the Monroe County Planning and Environmental Resources Department.

Criteria for redevelopment of non-residential floor area off-site: In order to redevelop off-site, a receiver site shall be evaluated for site conditions and shall meet all of the following criteria:

- i. Has existing lawfully established non-residential floor area or is an infill site; and
- ii. Is located in the same ROGO subarea as the sender site; and
- iii. Is not a commercial retail high intensity use which will generate more than 150 trips per one thousand (1000) square feet of floor area; and
- iv. Is not located on Big Pine Key, No Name Key or within a CARL acquisition area; and
- v. Receives no negative environmental points when evaluated pursuant to Sec. 9.5-124.8 (a) (4) or (5) or (6); and
- vi. Is not located in a "V" zone pursuant to Sec. 9.5-124.8 (a) (8), and
- vii. Is not located in a coastal barrier resources system pursuant to Sec. 9.5-124.8 (a) (9); and
- viii. Is not located in an offshore island/conservation land protection area pursuant to Sec. 9.5-124.8 (a) (10).

The amount of non-residential floor area which may be transferred to any one site shall be as follows:

- i. No more than a maximum cumulative total of four thousand (4,000) square feet of non-residential floor area may be transferred to any one site.
- ii. A receiving structure with existing non-residential floor area shall not be expanded using transferred floor area if the expansion results in a structure with more than ten thousand (10,000) square feet of non-residential floor area, except with in the Urban Commercial Land Use District where a structure may be expanded to a maximum total of fifty thousand

- (50,000) square feet of non-residential floor area.
- iii. The amount of non-residential floor area that may be transferred to or from a site shall not be less than two hundred (200) square feet and shall be in increments of “100” (i.e., 200, 300, 400, etc.) square feet and shall be in increments of “100” (i.e., 200, 300, 400, etc.) square feet.

Procedures for transfer of non-residential floor area: The following procedures shall be followed for permitting transfer of non-residential floor area off site:

- i. A pre-application conference and at a minimum, a minor conditional use approval shall be required for the receiver site.
- ii. No building permit shall be issued for the non-residential floor area on the receiver site until the sending site structure is demolished as per an issued demolition permit and a final inspection for the demolished floor space has been completed by the building department.